

# DEPENDENT DEATH CHECKLIST: SPOUSE or CHILD

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<u>Names</u>	<b>Spouse</b>	<b>Child</b>
Dependent _____	Date of Death _____	_____
Sponsor _____	Sponsor EMPLID _____	_____
Unit _____	<u>Phone</u> _____	<u>Fax</u> _____
Courtesy CACO _____	_____	_____
DAO _____	_____	_____

## Benefits for a Military Dependent Death <sup>1</sup> (details on next page)

Dies in the United States (including OCONUS like AK and HI)	Dies outside United States
<b>Removal</b>	<b>Removal</b>
	<b>Preparation</b>
	<b>Casket</b>
	<b>Cremation</b>
<b>Transportation of remains</b>	<b>Transportation of remains</b>

## Process Check List

<u>Action officer</u>	<u>Action item</u>	<u>DATE</u>	<u>INITIALS</u>
Unit:	1. Only for <b>deceased</b> dependents: Personnel Casualty Report msg sent <b>within 4 hours</b> . (See 3PM, enclosure (7))		
	2. Notify ISC DAO to coordinate support & applicable benefits.		
	3. Notify Chaplain, EAP, Work-Life, etc., as necessary.		
	4. Consider possible need for CG Mutual Assistance loan.		
DAO:	1. Email or fax this checklist to CACO or unit POC.		
	2. Send "info sheet" (or data) to PSC PSD (email is fine).		
PSC PSD FS - Casualty:	1. Record in Death Log (log organized by FY)		
	2. Email info sheet for Comdt's condolence letter to CG-09.		
CG-09:	Mail signed condolence letter from Commandant to family		
DAO & SPO:	1. Stop FSGLI deductions for deceased spouse (if applicable)		
	2. Update DEERS. Update DA. Review BAH status.		
Member	Update Emergency Contact Info (Direct Access, self service)		
CACO & DAO	1. Review DD-1375 claim for burial benefits. Add SF-1164. Use local line of accounting. Mail to FINCEN (OPB-4).		
	2. Request reimbursement fm PSC PSD FS-Casualty by email.		
CACO:	Fax (or scan/email) to PSC PSD FS - Casualty: <b>202-493-1939</b>		
	a. <b>SGLV-8283A</b> Claim for Family Coverage Death Benefits		
	b. <b>Final death certificate</b> (common for lag of several weeks)		
	c. <b>Birth certificate</b> (only needed for newborns, to confirm life)		
	d. <b>Two LES</b> (for month of death and the prior month)		
	e. If married, <b>SGLV-8286A</b> FSGLI coverage & election		
PSC PSD FS - Casualty:	1. Complete SGLV-8700 Report of Death of Family Member		
	2. Fax (or FedEx) entire package to OSGLI: <b>877-832-4943</b>		
	3. Fax (or FedEx) SGLV-8700 to Unit, CACO, & DAO.		
OSGLI:	Issue payment to military member (normally, 10 business days)		
DAO:	1. Confirm member received <u>FSGLI</u> & <u>DD-1375</u> payments.		
	2. Review BFCS with member. Are they using the benefit?		
	3. Report to PSC PSD: <u>status of benefits</u> & <u>receipt of HQ \$\$</u> .		

<sup>1</sup> Army Regulation AR 638-2, Table 2-1, item 11, and 10 USC 1485(a)

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### Overview of process

All Dependent deaths shall be immediately reported by phone or E-mail to the member's command and the nearest ISC Decedent Affairs Officer (DAO). Every PSSU will have a DAO. Although specific action responsibilities may vary, the typical process is:

1. The member should notify the command (typically, but may vary).
2. The command will notify the ISC DAO.
3. Command or DAO should **offer support** to member: **Chaplain, EAP**, etc.
4. The command will follow-up this notification with a **Personnel Casualty Report** message within 4 hours of learning of the dependent death. Use the format in Enclosure 7 of the Personnel and Pay Procedures Manual. The CASREP is UNCLAS FOUO. It's required. It's not optional. Do not use caveats such as LIMDIS.
5. The command will assign a CACO to assist the member in receiving work-life counseling, obtaining required documentation, and submitting claims.
6. For FSGLI claim, send forms listed in checklist to PSC PSD FS-Casualty, fax **202-493-1931** or scan & email. Do not fax it straight to OSGLI, they will simply fax it to PSC PSD, causing delay.
7. For claim to Coast Guard for authorized burial benefits use DD-1375. Send to DAO. DAO assigns line of accounting (LOA) and sends to FINCEN for payment.
8. DAO will email PSC PSD FS-Casualty for reimbursement for the unit. Specify the LOA desired. PSD FS will coordinate an FTA to reimburse the unit.
9. CACO and DAO follow-up to ensure receipt of payments.
10. If member received an FSGLI payment, encourage use of Beneficiary Financial Counseling Service (BFCS).

### FSGLI eligibility.

If the member has their own SGLI coverage

- a) Any dependent child is automatically covered for \$10,000, the coverage is free, and cannot be cancelled by the member (unless the member completely declines SGLI, using form SGLV-8286).
- b) A spouse is covered, up to \$100,000, if the member has purchased SGLI coverage.
- c) The LES functions as a receipt for insurance premiums paid.
- d) **There is no FSGLI coverage for an ex-spouse or a dependent parent.** None. That's the law. Obtain commercial insurance if desired.

### Benefits in support of the Death of a Military Dependent <sup>2</sup>

Dies in the United States (including OCONUS like AK and HI)	Dies outside United States
Removal	Removal Preparation Casket Cremation (if desired) Transportation of remains
Transportation of remains	

- 1) For death in U.S., CG pays for the cost to remove the remains and send to a mortuary or funeral home. After preparation (at family expense), CG pays for transportation of the remains from the mortuary or funeral home to the burial site.
- 2) Burial site is selected by the PADD (usually, the member). It could be outside the U.S.
- 3) SGLI pays \$10,000 for child and up to \$100,000 for spouse (if member has FSGLI coverage).  
*Note: Dependent parents are not covered by FSGLI at all.*

### Required Forms:

Document	Responsibility	Source
Birth Certificate (if a newborn death)	obtained by Family or DAO	County Vital Records
Death Certificate	obtained by Family or DAO	County Vital Records
SGLV-8283a <i>Claim for Family Coverage Death Benefits</i>	Member (CACO may help)	<a href="http://www.insurance.va.gov">http://www.insurance.va.gov</a>
SGLV-8286a <i>FSGLI election</i>	SPO and DAO	PDR part 4
LES <i>for month of death and the previous month</i>	SPO and DAO	PDR part 3 or Direct Access
SGLV-8700 <i>Report of Death</i>	COMDT (CG-1222)	<a href="http://www.insurance.va.gov/SqliSite/forms/forms.htm">http://www.insurance.va.gov/SqliSite/forms/forms.htm</a>
DD-1375 <i>Payment of Funeral and/or Interment Expenses</i>	Member, CACO, & DAO	Many sources

<sup>2</sup> Army Regulation AR 638-2, Table 2-1, item 11 and 10 USC 1485(a)

**DEPENDENT DEATH CHECKLIST: SPOUSE or CHILD**

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**Personnel Casualty Information Sheet**

Name of deceased: _____	
Date of Death: _____	
Date of Birth: _____	
Circumstances: _____	
<b>Primary Next-of-Kin:</b>	
Full Name of Sponsor: _____	
Relationship to deceased: _____	
Mailing Address: _____	
Rank: _____	
Service: <b>U.S. Coast Guard</b>	
Component & status: <b>(Regular or Reserve, etc.)</b>	
Duty Station: _____	
Federal service: _____	
Nature of work: _____	
<b>CACO Information:</b>	
For the Sponsor: _____	
Notes: _____	

*For Official Use Only (when filled in)*

**Not releasable outside Executive Branch without authorization from any NOK named above.**